

A. FAST Purpose & Expectations

Purpose

Fire and Aviation Safety Teams (FAST) assist agency administrators during periods of high fire activity by assessing adequacy of and compliance with policy, rules, regulations, and management oversight relating to operational issues. They can also do the following: 1) provide guidance to ensure fire and aviation programs are conducted safely; 2) review compliance with OSHA or agency abatement plan(s), reports, reviews, and evaluations; 3) review compliance with interagency agreements and protocols including the *Interagency Standards for Fire and Fire Aviation Operations* handbook; and 4) provide short term hands-on technical or managerial assistance where necessary to immediately correct an identified critical problem(s).

Expectation:

It is anticipated that most FAST use will involve interagency operations and will therefore be under the specific control and direction of Great Basin Coordinating Group. Agencies are prohibited from unilaterally assigning a FAST to an interagency wildfire or interagency support operation. For instance an agency would not independently assign a FAST to assess an interagency zone dispatch operation but would instead coordinate this through GBCG.

There will be instances where an agency deems it appropriate to utilize a FAST to provide internal assistance and nothing in this guideline is deemed as precluding this. For instance a member agency might elect to utilize a FAST to assist an agency administrator in determining if an agency managed fire is being managed according to accepted policies and safety standards. It is highly recommended that agencies keep GBCG apprised of these activities so that potential overlap is avoided and lessons learned can be shared.

In either instance, FASTs will:

- Act as wildfire management professionals at all times, in appearance and demeanor.
- Operate through the chain of command as outlined in the delegation of authority.
- Limit unilateral hands-on action in the field to those situations where immediate action is required to protect persons or property; all such actions along with the rationale for action will be subsequently reported to the responsible agency administrator.
- Exercise sound business management principles in managing personnel time and travel costs.
- Maintain confidentiality and preserve employee's privacy rights as these factors apply; information gathered will not be released without prior approval of the affected Agency Administrator and/or GBMAC.
- Comply with the procedural guidelines for operation and reporting as identified elsewhere in this guideline.

B. FAST Composition & Qualifications

Composition

Each Fast will minimally include a team leader and a safety and health manager. Additional team members may be added based on the team assignment. It is anticipated that most FAST would include a fire ground operations specialist and an aviation specialist. A scribe is highly recommended to facilitate the construction of the final report.

Teams will be composed of no less than two members and will not exceed 5 without specific approval of GBCG. Trainees are encouraged and will not count against the team size limit, but they must be approved by GBCG.

Qualifications

Team Leader: Must be either an agency administrator or fire program lead with previous experience as a FAST member.

Safety & Health Manager: Must be at least a type 2 safety officer (SOF2) or an agency safety & health professional with a background in wildland fire.

Fire Ground Operations Specialist: Must be at least a type 2 operations section chief and should have previous experience as a primary member of a type 1 or type 2 Incident Management Team.

Aviation Specialist: Must have wildland fire aviation program management experience at the state/regional office level or higher and should have previous experience as IC/general staff on a type 1 or type 2 incident management team.

Scribe: Must possess advanced writer/editor skills and should have some background in wildland fire.

I. FAST Activation

Mobilization

FAST reviews involving an interagency incident(s) and/or operation(s) will be requested through the appropriate Great Basin Coordination Center. If a more comprehensive review is desired, and GBCG concurs, a national FAST will be ordered through NICC.

Agency administrators desiring FAST assistance will place a resource order through their servicing dispatch office. All orders for FAST assistance to an interagency incident must be forwarded to the appropriate Great Basin Coordination Center. FAST assistance internally to a single agency may handle directly at the local dispatch level if qualified resources are available locally. In either instance mobilization procedures will follow normal wildland fire procedures and guidelines.

In-Briefing**Delegation of Authority****Debriefing**

FAST will meet with each agency administrator being assisted for an exit briefing prior to leaving the agency site. The purpose of this debrief is to provide the agency administrator with a summary of findings, suggested resolutions, and lessons learned.

Upon return from the field the FAST team leader will conduct an informal debrief with the GBCG chair and other members of GBCG as determined by the chair. The purpose of this debrief is to provide RMCG with a summary of significant findings.

Upon completion of the FAST report the entire team shall formally debrief with GBCG and any other individuals as determined by NWCG. This debrief shall be a detailed review of the FAST findings and recommendations. Except when approved in advance by GBCG no FAST member will be demobilized prior to this formal debriefing.

Report

The FAST leader will ensure that a written report of the team's activities and findings is prepared. The report will be formatted as follows:

1. Executive Summary
2. Purpose
3. Objective(s)
4. Methods/procedures
5. Findings
6. Recommendations
7. Appendix

The appendix will include a copy of the Delegation of Authority and any supporting documentation as required to ensure clarity of the overall report. The written report will not include photos or other graphics unless there is no other reasonable way to convey the necessary information.

The report package will include a paper copy of the report, applicable field notes, reports, and other paper documentation, and an electronic copy of the report. The electronic copy must be in Microsoft Word and may include photographs or other graphics. If photos/graphics are included in the electronic version the team leader shall ensure that a text only electronic version is also included in the package.

Privacy

Many of the issues reviewed by FAST will have elements of confidentiality, security, and/or employee privacy. FAST will comply with agency regulations concerning these issues and make every reasonable effort to preserve confidentiality, security, and employee privacy. FAST will only disseminate its sources and findings, regardless of format, to the responsible agency administrator or to GBCG. This shall not preclude FAST members from sharing information among them as necessary to complete the assigned task(s).

Agency administrators and GBCG shall determine what “sanitizing”, if any, is required prior to release of FAST generated information.

The responsible agency administrator(s) and GBCG shall determine the appropriate distribution of FAST reports. At a minimum, FAST reports will be distributed to GBCG members and to the Federal Fire & Aviation Safety Team (FFAST). Distribution will be through electronic means except where GBCG determines that security or other considerations require a paper distribution.

Timetables & Follow up

FAST will provide interim reports as required by the agency administrator(s) and/or GBCG.

FAST will provide the final report within (48) hours of completing the assignment.

GBCG shall distribute “lessons learned” elements of the FAST report within (7) days of accepting the final report.

Within (30) days of receiving the FAST report GBCG shall determine what action(s) is required for each recommendation. This determination shall be made part of the final report package and a copy forwarded to GBCG members, affected agency administrator(s), and FAST. Additional distribution may be made as determined by GBCG.

GBCG will annually review all recommendations and accepted action items for status and to ensure that progress is being made towards resolution. This review will be completed no later than December 31st with the results forwarded to GBCG members and FAST. GBCG members are responsible for further distribution within their respective agencies.